

Professional and Managerial Branch  
Fiscal Tax Administrative Group  
Purchasing Management Series

PURCHASING ASSISTANT DIRECTOR

2/03 (AM)

**General Purpose**

Under general direction, as assistant department head, manage delegated day to day materials management functions.

**Typical Duties**

Develop methods and coordinate purchasing of designated supplies, materials, services and equipment for city departments. Involves: Recommend purchases based on investigation of need, supply sources, price comparison and related data analysis. Interview and negotiate with vendors' representatives on bid and material specifications, purchases and complaints. Recommend improved specifications, standardization of commodities and other processes to optimize meeting of City needs. Confer with department heads and other officials on purchasing policies, procedures, standards and controls. Prepare or review and approve complicated technical specifications. Research purchasing trends, products and processes. Request price information, expedite purchase orders, and certify invoices. Read and interpret computer data regarding records control, supply and maintenance, property and inventory control. Correct computer errors based on data analysis.

Participate in department administration. Involves: Conduct cost-benefit, statistical or other analyses, and recommend funding program improvements and staffing changes to assist in preparation of consolidated annual budget, and monitor organization performance. Recommend modifications in computer functions to satisfy purchasing requirements and needs, and participate in implementing and upgrading automated systems or modules. Analyze departmental personnel, equipment, supplies and maintenance costs to justify variations from estimates as prescribed by City financial policies and procedures. Represent the department in a professional manner as requested by the Director in dealings with various department heads, managers, supervisors, employees and the public to provide and gather accurate information.

Supervise assigned supervisory and non supervisory purchasing and clerical personnel. Involves: Schedule, assign, instruct, guide, check work. Appraise performance and review evaluations by subordinates. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: Substitute for director or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated. Serve on ad hoc committees. Maintain activity records.

**Knowledge, Abilities and Skills:**

- Considerable knowledge of materials management principles and methods.
- Considerable knowledge of accounting and cost systems.
- Considerable knowledge of office procedures.
- Considerable knowledge of equipment, materials, supplies and services.
- Considerable knowledge of automated purchasing inventorying system.
- Good knowledge of supervisory techniques and related personnel administration procedures.
- Good knowledge of federal and state statutes regulating public sector purchasing practices.
- Ability to plan, and impartially and firmly assign, train and evaluate the work of subordinate personnel and enforce City and departmental rules and regulations.
- Ability to objectively analyze and evaluate data and to make recommendations.
- Ability to express oneself clearly and concisely both orally to confer with vendors and departments supplied, and in writing to prepare specifications.
- Ability to establish and maintain effective working relationships with vendors, fellow employees, officials and the public.
- Skill in operation and care of personal computer or computer terminal, and installed software.

**Minimum Qualifications**

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Business or Public Administration, or related field, plus six (6) years of professional materials management, purchasing or procurement analysis experience, including two (2) years responsibility for directing the work of an assigned group of employees.

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Human Resources Director

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Department Head

OFFICIAL